

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u>	Mayor's Office Manager	<u>Revision Date:</u>	5/08
			<u>EEO Function:</u>	Exempt
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	20102

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the general supervision and direction of the Mayor and City Administrator. Performs a wide variety of secretarial services and administrative detail associated with the office including responding directly to the public in the name of the Mayor and City Administrator.

III. Essential Duties

- Represents positively the Mayor and CAO in dealing with the public, staff, etc. in City related matters.
- Schedules and coordinates meetings, appointments, and calendar for Mayor and CAO with staff, other governmental officials, citizens, and other groups.
- Answers the telephone, screens, and follows-up on calls.
- Greets and directs walk-in traffic.
- Responds directly to many of the incoming public inquiries and complaints.
- Takes dictation, transcribes notes and tapes for Mayor and CAO.
- Prepares and performs office correspondence.
- Prepares agendas and takes minutes for Mayor and CAO for various meetings and maintains follow-up meeting schedules.
- Manages office supplies, equipment, payroll time sheets, and office supply budget.
- Schedules travel arrangements and reconciles receipts for Mayor and CAO.
- Maintains office files and records including large volume of confidential information.
- Maintains a City scrapbook.
- Opens, sorts, reads, and distributes office mail; responds to various office correspondence such as photo requests and Eagle Scout Resolutions.
- Maintains orderly and documented flow of paper work, legal documents, and signature items for Mayor and CAO.
- Assists in planning City sponsored events and social events.

IV. Marginal Duties

- Performs other duties as assigned.

V. Qualifications:

**Education:** One year of secretarial or office training.

**Experience:** Four years administrative secretarial or related experience; may substitute addition experience for education.

**Probationary Period:** Not Applicable.

**Knowledge of:** Letter composition; office management; general mathematical operations; business equipment usage; municipal government procedures; personal computers and applications; correct English usage, vocabulary, spelling, and arithmetic.

**Responsibility for:** Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools; positively representing the Mayor, CAO, and the City.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data; frequent contacts with executives on matters requiring explanations and discussions; regular and frequent contact with persons of high rank, requiring tact and judgement to deal with and influence people; requires a well developed sense of strategy and timing; ability to deal well with upset and irate people.

**Tool, Machine, Equipment Operation:** Type 65 wpm; shorthand 80 wpm preferred; recall a wide variety of names and faces; requires regular use of a computer (word-processing and database management), 10-key, printer, copier, and telephone system; frequent use of typewriter.

**Analytical Ability:** Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision; negotiate effectively with business vendors.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily to recall names, faces, voices, documents, etc.; a great amount of pressure and fatigue is present during an average work day; moderate amount of overtime; daily contact with high-profile individuals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_